



***Information and Application Guidelines***

# Catherine Donnelly Foundation Application Guidelines

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# Catherine Donnelly Foundation Application Guidelines

## Part 1 – Background and General Information

### 1. History

The Catherine Donnelly Foundation, established in 2003, is the financial legacy of The Sisters of Service. It honours and extends the mission of the Sisters of Service and their foundress Sister Catherine Donnelly.

Sister Donnelly was a remarkable religious leader and pioneer who advocated for many community-based programs and services to respond to the needs of immigrants coming to Canada. She was a forward thinking role model and at times her radical approach took the Sisters of Service beyond the prevailing norms of religious women of her day.

Through the Sisters of Service endowment, the Catherine Donnelly Foundation will continue this unique history of missionary service in Canada so as to celebrate, honour and extend the Vision, Mission and Values of the Sisters of Service.

### 2. Philosophy

The motto of the Sisters of Service, 'I Have Come to Serve' is derived from the Gospel text that *Christ did not come to be served but to serve* (Mk 10:45). For the Sisters of Service, the Call and Charism has been to serve the people of God especially those in greatest need – a service characterized by humility and zeal for the Kingdom of God (SOS Constitutions). The mission of the CDF is rooted in the inspiration of the Sisters of Service and in the belief that every person has inherent dignity and worth by virtue of being created in God's image and likeness. We believe that every person is entitled to live a dignified human life, which includes the right to adequate housing, quality education and a healthy environment.

### 3. Scope & Focus

The Catherine Donnelly Foundation has been established to provide a long-term way to serve specific community needs anywhere in Canada. Generally The Catherine Donnelly Foundation will use its endowment to fund projects/programs that address community needs in three primary areas (See Appendices 1 to 3 for more detail):

#### 3.1 Adult Education Advancement Initiatives

The Foundation will consider applications from groups and organizations that use adult education processes that promote justice and equity for New Canadians, especially

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refugees and migrant workers, Indigenous peoples and other marginalized or excluded populations.

### **3.2 Environmental Enhancement Initiatives**

The Foundation will consider applications that catalyze a significant increase in public support and advocacy for fast and deep-reaching systemic climate change solutions, paired with a rapid shift toward green consumption and behavioural patterns at the level of the individual.

### **3.3 Housing Initiatives**

The Foundation will consider applications for projects that address homelessness and the scandalous lack of affordable housing through research, policy development, effective communication initiatives, capacity building and advocacy within the sector.

### **4.1 Dignity of the Person**

The Foundation will fund projects that recognize the inherent dignity of the person and the human capacity: to take charge of one's own development, to participate in the execution of the project and to contribute to the common good.

### **4.2 Spirituality of Service**

The inspiration for the Sisters of Service is “not to be served, but to serve” (MK 10:45). The Foundation will support projects responding to the real needs of people in each of the program areas that demonstrate service with compassion and justice.

### **4.3 Proactive, Creative, Imaginative**

The Foundation will support promising initiatives that demonstrate proactive, creative and imaginative responses to needs in the three program areas.

### **4.4 Root Causes**

The Foundation will support undertakings that address systemic or root causes of needs in each of the three program areas.

### **4.5 Synergy**

The Foundation prefers creative projects and/or initiatives that address more than one of the program areas.

### **4.6 Earth’s Ecological Integrity and Environmental Sustainability**

The Earth mediates the Divine; therefore, the Foundation is biased toward projects that strive to contribute to the critical need for ecological integrity and environmental sustainability out of a profound conviction that a fundamental shift toward a more holistic, earth-centered value system is imperative.

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## Part 2 - Application Guidelines

Please read all of the following information before submitting an application.

As a first step we request that potential applicants applying to the ***Housing, Adult Education and Environment areas of focus*** submit a ***letter of inquiry (section 3)***. If the project falls within the Foundation's biases and program areas, the applicant may be asked to provide a full proposal.

Potential applicants are strongly advised to contact the Foundation office prior to submitting a letter of inquiry. We reserve the right to reject letters of inquiry that do not follow these instructions.

### 1. General Criteria

The Foundation seeks applicant organizations that:

- Are registered Canadian charities
- Can provide evidence that their operative values are consistent with those of the Catherine Donnelly Foundation
- Work in areas where the needs are greatest
- Work with persons not served or reached by traditional programs
- Are undertaking projects or programs that have promise as a model for imitation in other Canadian communities and will train others to set up similar programs
- Partner with other like valued organizations to achieve shared goals

### 2. General Exclusions

The Catherine Donnelly Foundation will not consider funding the following:

- Retroactive funding
- Fund raising campaigns
- Operating deficits
- Projects outside of Canada
- Emergency appeals
- Purely commercial recordings or film projects

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### 3. Application Process

#### A) Adult Education Advancement Initiatives

The Foundation will consider applications from groups and organizations that use adult education processes that promote justice and equity for New Canadians, especially refugees and migrant workers, Indigenous peoples and other marginalized or excluded populations. We are committed to supporting projects that promote active citizenship, democracy, personal and social transformation by fostering the development of critical consciousness and skills required to promote a more just, equitable and sustainable society in Canada (see Appendix 1 for additional criteria).

#### **Part One**

Applicants seeking a grant in this area are required to submit a Letter of Inquiry via our on-line application process. The inquiry letter would include:

1. A short overview of the project and purpose for which assistance is required;
2. A brief description of how the project achieves the goals of the Foundation;
3. Briefly, your philosophy of adult education and the role it plays in your organization;
4. The mission and/or vision of your organization;
5. Along with a brief budget and time-line of activities.

Due dates are posted on the website at [www.catherinedonnellyfoundation.org/grants.html](http://www.catherinedonnellyfoundation.org/grants.html) and may change from time to time. Currently the Foundation accepts letters of inquiry twice yearly. The Foundation cannot offer extensions on the due dates under any circumstances.

**Please note that the Adult Education Advancement Initiatives area of focus of the Catherine Donnelly Foundation does not fund:**

- Children and youth literacy/educational programs

**The Foundation also does NOT fund projects that solely focus on:**

- Basic numeracy, reading and writing skills
- Group or individual counseling
- Job skills training or vocational training (including on the job learning)
- Conferences and/or symposiums

#### **Part Two**

Those organizations invited to submit full proposals will receive notification via our on-line application process. Be sure to provide any attachments requested while

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completing the on-line Adult Education Grant Application. The CDF reserves the right to refuse incomplete applications.

### *B) Environmental Enhancement Initiatives*

The Foundation will consider applications that aim to catalyze a significant increase in public support for fast and deep-reaching climate change solutions.

Priority will be given to broad integrated approaches linking disparate initiatives, enhancing public engagement, and integrating marginalized sectors of the population into climate change dialogues and movements. Of particular interest is a desire to engage with and support Indigenous-led climate justice movements (see Appendix 2 for additional criteria).

#### **Part One**

Applicants seeking a grant in this area are required to submit a Letter of Inquiry via our on-line application process. The inquiry letter would include:

1. A short overview of the project and purpose for which assistance is required;
2. A brief description of how the project achieves the goals of the Foundation;
3. The organization's history and objectives, and;
4. A brief budget and time-line of activities.

Due dates are posted on the website at [www.catherinedonnellyfoundation.org/grants.html](http://www.catherinedonnellyfoundation.org/grants.html) and may change from time to time. Currently the Foundation accepts letters of inquiry twice yearly. The Foundation cannot offer extensions on the due dates under any circumstances.

#### **Part Two**

Those organizations invited to submit full proposals will receive notification via our on-line application process.

Be sure to provide any attachments requested while completing the on-line Environment Grant Application. The CDF reserves the right to refuse incomplete applications.

***Please note that the Environment Enhancement Initiatives area of focus of the Catherine Donnelly Foundation does not currently fund:***

- Travel to and/or attendance at conferences, competitions, symposia, or annual events (unless part of a broader project proposal)
- Event sponsorship (unless part of a broader project proposal)

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- Bursaries, scholarships, and/or awards (unless part of a broader project proposal)

### C) Housing Initiatives

The Foundation will consider applications for projects that address homelessness and the scandalous lack of affordable housing through research, policy development, effective independent communication initiatives, capacity building and advocacy within the sector. We want to hear from groups engaged in collective efforts to examine and craft solutions for the root causes of Canada's housing crisis. We particularly want to support innovative and cutting edge projects that give priority to Indigenous Peoples and to newcomer/refugee/immigrant communities (see Appendix 3 for additional criteria).

#### Part One

Applicants seeking a grant in this area are required to submit a Letter of Inquiry via our on-line application process. The inquiry letter would include:

1. A brief description of how the project achieves the goals of the Foundation;
2. A short overview of the project or purpose for which assistance is requested;
3. The organization's history and objectives, and;
4. A brief budget and time-line of activities.

Due dates are posted on the website at [www.catherinedonnellyfoundation.org/grants.html](http://www.catherinedonnellyfoundation.org/grants.html) and may change from time to time. Currently the Foundation accepts letters of inquiry twice yearly. The Foundation cannot offer extensions on the due dates under any circumstances.

#### Part Two

Those organizations invited to submit full proposals will receive notification via our on-line application process. Be sure to provide any attachments requested when completing the Housing Grant Application. The CDF reserves the right to refuse incomplete applications.

***Please note that the Housing Initiatives area of focus of the Catherine Donnelly Foundation does not currently fund:***

- Capital campaigns (construction/renovation)
- Purely emergency response or support service provision by transitional housing organizations.

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### 4. Application Review Process

- A Review Committee will evaluate completed applications for their coherence with CDF objectives and criteria and then make recommendations to the Catherine Donnelly Foundation Board.
- The CD Foundation Board will meet twice annually to determine successful applications based on the recommendations of its committees.

### 5. Application Deadlines

- Please check the foundation's website at [www.catherinedonnellyfoundation.org/grants.html](http://www.catherinedonnellyfoundation.org/grants.html) for Letter of Inquiry deadlines as they are subject to change.

***\*Please note that the Foundation cannot offer extensions on the due dates under any circumstances.***

### 6. Responsibilities of Successful Applicants

Funding Recipients will be required to enter into an agreement with the Foundation laying out the Terms and Conditions of the support, along with communication, accountability and evaluation requirements.

### 7. Multi-Year Funding Policy

Currently the Foundation does not provide multi-year project funding. Successful grant recipients are welcome to reapply for funding once the Terms and Conditions of their grant are met, including the submission and approval of a Final Report.

The Foundation is committed to funding social change and as such from time to time will seek out longer-term partnerships with social change agents and groups that share its vision and objectives.

### 8. Communication

Inquiries regarding the on-line application process should be directed to:  
[info@catherinedonnellyfoundation.org](mailto:info@catherinedonnellyfoundation.org)

Inquiries regarding a Letter of Interest or your project idea should be directed to:  
Anne Mark, Program Officer  
[amark@catherinedonnellyfoundation.org](mailto:amark@catherinedonnellyfoundation.org)

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Inquiries regarding longer-term funding partnership opportunities should be directed to:  
Valerie Lemieux, General Director  
[vlemieux@catherinedonnellyfoundation.org](mailto:vlemieux@catherinedonnellyfoundation.org)

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### Appendix 1: Adult Education Advancement Initiatives

The Foundation will consider applications from groups and organizations that use adult education processes that promote justice and equity for New Canadians, especially refugees and migrant workers, Indigenous peoples and other marginalized or excluded populations.

#### Adult Education & Learning Values & Objectives

The Catherine Donnelly Foundation takes a proactive approach to adult education, viewing it as an important tool to address the most pressing social, environmental, cultural and community development problems and concerns today. We are committed to supporting projects that promote active citizenship, democracy, personal and social transformation by fostering the development of critical consciousness and skills required to promote a more just, equitable and sustainable society in Canada.

The Foundation will support projects that use adult education processes to:

- Facilitate poor and marginalized people to collectively name the racism, poverty, violence or other forms of exclusion and oppression they experience.
- Engage marginalized groups, and allies, in developing: critical analysis of the social, political and/or economic roots of problems they experience; recognizing and building on their group's strengths; and developing strategies to achieve change.
- Develop leadership, communication and organizational skills that allow marginalized people and allies to initiate and accomplish action for change.
- Involve groups in participatory research to develop action strategies.

We look for participatory adult education processes in which:

- Everyone teaches, everyone learns;
- Starts with the experience of the group that will be engaged in the program;
- Involves a high level of participation and critical dialogue;
- Involves reflection & action (praxis);
- Leads to action for change – from new knowledge, attitudes, skills.

The Catherine Donnelly Foundation builds on the adult education traditions of Fr. Moses Coady ([coady.stfx.ca/coady/movement](http://coady.stfx.ca/coady/movement)), Paulo Freire ([www.freire.org](http://www.freire.org)), and Myles Horton ([highlandercenter.org](http://highlandercenter.org)).

The Foundation supports the significant role that faith can have in motivating and sustaining social action for change. As a result, it will also consider projects that draw upon religious and spiritual traditions in support of adult education for social change such as work for peace, human rights, equity and social justice. Such projects could take place within a specific faith community, multi-faith or secular context.

### Appendix 2: Environmental Enhancement Initiatives

#### **Advancing Climate Change and Climate Justice Solutions**

The Catherine Donnelly Foundation is intent on promoting climate justice and accelerating the transition to a post-carbon world. We are modeling this commitment through our own fossil fuel divestment actions and impact investing approach.

The Foundation will consider applications that aim to catalyze a significant increase in public support for fast and deep-reaching climate change solutions.

Priority will be given to broad integrated approaches linking disparate initiatives, enhancing public engagement, and integrating marginalized sectors of the population into climate change dialogues and movements. Of particular interest is a desire to engage with and support Indigenous-led climate justice movements.

#### **The Foundation will support groups, projects and initiatives that:**

- Seek to shift public perceptions and values in support of strong climate action;
- Have broad impact, or which start regionally but are scalable or replicable;
- Use grassroots and engagement organizing to advance climate solutions;
- Advance collective and integrated approaches capable of catalyzing and engaging new voices;
- Apply creative & innovative communications and engagement strategies (i.e. the arts, storytelling, engaged and investigative journalism, simulation games, cultural activities etc.).

### Appendix 3: Housing Initiatives

The Foundation supports projects that address homelessness and the scandalous lack of affordable housing through research, policy development, effective and independent communication initiatives, capacity building and advocacy within the sector. We want to hear from groups engaged in collective efforts to examine and craft solutions for the root causes of Canada's housing crisis.

We particularly want to support projects that advance the cause of affordable and appropriate housing in collaboration with First Nations, Metis and Inuit peoples in response to the Truth and Reconciliation Commission of Canada: Calls to Action, and that advance the cause of affordable and appropriate housing for newcomer, refugee and immigrant communities.

#### **Housing Values & Objectives**

The Catherine Donnelly Foundation seeks to collaborate with organizations whose initiatives target the prevention and elimination of homelessness, as well as those advancing the cause of safe and affordable housing. We also wish to partner with groups seeking to move from an emergency response model to a systems-based approach to housing in order to affect real change in the housing situation of marginalized and low-income populations.

Projects that the Foundation will consider supporting may include projects that:

- Mobilize public engagement/education, animate action through information dissemination and that advocate for sustainable solutions to Canada's homelessness and affordable housing crisis;
- Advance public policy development in the housing sector;
- Strengthen networks and collective strategies among non-profit housing groups and organizations.

Priority will be given to projects that involve partnerships across organizational and sector lines (non-profit, public and private) and that value collaboration in pursuit of collective impact and sustainable change in the housing sector. Where possible, projects should be replicable.